



## **JOB DESCRIPTION**

Position Title: **Chief Inspector**

Working Area: **Fire Inspection**

Class Code: 3306

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Administrative and field work inspecting and supervising field enforcement of local, state and federal fire safety codes, building codes, and ordinances.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans, organizes, supervises, and provides technical assistance to Inspectors. Assigns areas to be inspected and recommends changes or reassignments of field inspections to insure the efficiency and effective operation of the inspection function.

Reads and interprets construction plans or drawings as may be necessary to accomplish work programs. Investigates complaints and interprets code questions. Reviews reports received from subordinate inspectors.

Maintains a close working relationship with all County Departments, Seminole County Sheriff's Office and State Fire Marshall's Office in an effort to coordinate and enforce codes and ordinances. Assists in the action of code and ordinance modification.

Initiates and effectively recommends to the Building Official, for final approval by the Department Director, the hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel. Provides training and instruction to assigned personnel.

Advises the Deputy Building Official and/or Building Official of any field conditions which are potentially hazardous and/or controversial. Makes recommendations to resolve any conflicts between inspectors and the public regarding code violations.

Performs other duties as assigned or as may be necessary.



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Working Area: **Fire**

### **Inspection**

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### **Minimum Qualifications**

Thorough knowledge, training and experience in the methods utilized in building construction, inspection, and in the examination of plans and drawings. Thorough knowledge of State of Florida Minimum and Uniform Fire Safety Standards as defined in Florida Statute 633. Knowledge of fire safety legislation and its adaptability to Seminole County.

Ability to develop programs and communicate the needs of Seminole County to the appropriate authorities both orally and in writing. Ability to work effectively with the general public, building trades, and other County Departments. Ability to read and interpret blueprints or other construction plans and drawings. Ability to plan, organize and supervise fire inspection activities effectively. Ability to communicate effectively both orally and in writing.

Must possess good customer service skills.

High School Diploma or GED and ten (10) years experience in the fire inspection field, five (5) years of which must have been in a responsible supervisory position.

Must possess and maintain Certification by the State of Florida as a Fire Safety Inspector as outlined in Section 633 of the Florida Statutes. Must be registered as a Fire Inspector by the State Fire Marshall's Officer.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.

